CHAPTER 7
SAFETY

700. SAFETY PROGRAM. This chapter provides the guidelines for the establishment of an effective safety program afloat and ashore. The use of the term "safety program" signifies afloat safety, Navy Occupational Safety and Health (NAVOSH), aviation safety, nuclear propulsion safety, nuclear weapons and explosives safety, systems safety, motor vehicle safety, and off-duty recreation, athletic and home safety. The use of risk management in quality assurance, SubSafe and planned maintenance can significantly reduce mishaps. Risk management should be applied to all safety and occupational health programs. The amount of risk management required is directly proportional to the risks involved and the complexity of the evolution. Risk management does not eliminate risk; it only reduces it to an acceptable level.

700.1 OBJECTIVE. The objective of the safety program is to enhance operational readiness and mission accomplishment by establishing aggressive safety and occupational health programs that will reduce injuries, illness, or death and material losses or damage and maintain safe and healthy working conditions for Navy civilian and military personnel. This is accomplished by identifying hazards, assessing risks, and implementing controls to reduce or eliminate risks before mishaps occur. It is also accomplished by instilling the risk assessment and management thought process in all Navy personnel and by promoting a team effort that enhances the general safety of the Navy through a free and open transfer of managed risk information between personnel and commands.

700.2 PROGRAM. The command safety program will provide for:

a. An effective organization that develops, establishes, and maintains a safety program enhancing all aspects of command safety and occupational health.

b. Training that includes instruction of personnel in work-related hazards, safety precautions, hazard identification, safe operating instructions, and the use and maintenance of personal protective equipment and clothing.

c. Hazard identification and abatement that includes risk assessment by documented scheduled and incidental inspections, surveys, and assist visits of work areas by personnel trained in risk assessment and management techniques. It also includes development and implementation of an abatement plan under

OPNAVINST 5100.19C (NOTAL), OPNAVINST 5100.23E (NOTAL), and this instruction that corrects and eliminates hazards.

d. Mishap prevention that includes risk management, rigid enforcement of safety requirements and precautions, following established Navy safety and occupational health standards, and investigation and analysis of mishaps for lessons learned.

e. Evaluation of the program's effectiveness.

700.3 STANDARDS. Navy safety and occupational health standards are contained in the following directives:

OPNAVINST 3500.39, Operational Risk Management (ORM)
DODINST 6055.1, DoD Safety and Occupational Health Program (NOTAL) of 19 Aug 1998
OPNAVINST 5100.19C, Navy Occupational Safety and Health (NAVOSH) Program Manual for Forces Afloat (NOTAL)
OPNAVINST 5100.23E, Navy Occupational Safety and Health (NAVOSH) Program Manual (NOTAL)
OPNAVINST 3750.6Q, Naval Aviation Safety Program (NOTAL)
OPNAVINST 5100.12F, Issuance of Navy Traffic Safety Program
OPNAVINST 5100.25A, Navy Recreation, Athletics, and Home Safety Program
OPNAVINST 5102.1C, Mishap and Investigation Reporting

701. SAFETY MANAGEMENT. Safety management is a command responsibility and each echelon and supervisory level has responsibilities for supervising both routine and specialized tasks. U.S. Navy Regulations, 1990, and chapter 3 of this publication define the responsibility of certain officers for mishap prevention.

a. The commanding officer has the ultimate responsibility for safety matters within his or her unit. In order to assist the commanding officer, a safety officer will be appointed as specified in paragraphs 303.15 or 330 as appropriate. The safety officer, guided by the commanding officer, will formulate and manage a safety program based on this chapter and referenced directives. The safety officer will monitor the command's safety posture using the following methods.

(1) Require division safety petty officers:

(a) To observe work processes in their areas of responsibility

(b) Assist the safety officer in assessing the risks and putting controls in place to minimize risks

(c) Ensure that all safety devices and equipment are in place and working properly

(d) Ensure all personnel assigned to the process minimize the exposure of operators of equipment and any personnel in the immediate area to the associated hazards.

(2) Ensure the master-at-arms (MAA) force:

(a) Is watchful for any unsafe activity or situation in the course of their normal rounds

(b) Stops personnel conducting an unsafe operation until the situation has been corrected

(c) Reports any unsafe act or situation.

(3) Establish procedures for the reporting of unsafe and unhealthful working conditions by crewmembers per OPNAVINST 5100.19C (NOTAL) and OPNAVINST 5100.23E (NOTAL).

(4) Conduct safety inspections of every working space within the command per the requirements of OPNAVINST 5100.19C (NOTAL) and OPNAVINST 5100.23E (NOTAL).

(5) Ensure industrial hygiene surveys are conducted of each working space per the requirements of OPNAVINST 5100.19C (NOTAL) and OPNAVINST 5100.23E (NOTAL).

(6) Make periodic tours of the command to get a "first-hand look" at the safety conditions and practices of personnel on the job.

(7) Brief the commanding officer as necessary on the command's overall safety posture.

702. THE SAFETY ORGANIZATION. Commands will use the standard unit organization set forth in chapter 2 for implementing the safety program.

702.1 SAFETY ORGANIZATION GUIDELINES. Commands will establish a safety organization following the guidelines in figure 7-1. Under the guidance of the safety officer, safety organization personnel will accomplish the following:

a. Investigate all mishaps and near-mishaps and develop prevention standards.

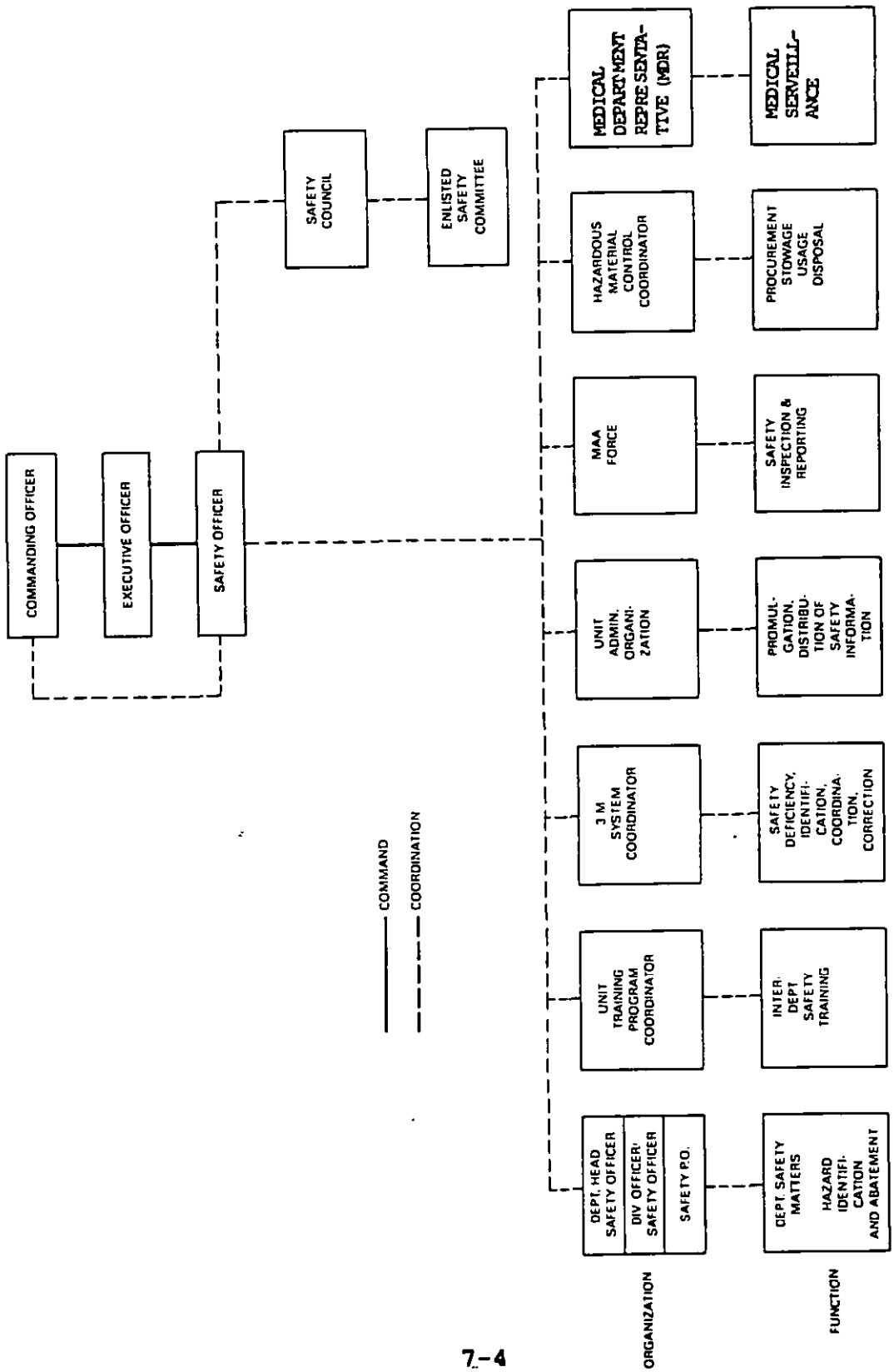

Figure 7-1. Safety Organization

b. Evaluate the effectiveness of the safety program by analyzing internal and external reports including mishap and near-mishap investigations, Casualty Reports (CASREPs), binnacle lists, safety-related messages, inspections, surveys, and zone inspection reports.

c. Coordinate assimilation and distribution of pertinent on- and off-duty safety information including "lessons learned."

d. Coordinate command training in on- and off-duty mishap prevention, especially for newly reported personnel. Specifically conduct training in the use of risk management techniques to assess hazards, reduce or eliminate risk, and reduce mishaps. Emphasize ORM aspects in accepting inputs from all levels of the command.

e. Ensure submission of afloat mishap investigation reports (MIRs) and mishap reports (MRs) as required by OPNAVINST 5100.19C (NOTAL); shore safety investigation reports (SSIRs) and safety reports (SRs) as required by OPNAVINST 5100.23E (NOTAL); and aviation mishap investigation reports, mishap reports, and hazard reports as required by OPNAVINST 3750.6Q (NOTAL).

f. Perform trend analysis of injury and illness data.

g. Follow-up on reports of unsafe and unhealthful conditions following OPNAVINST 5100.23E (NOTAL) and OPNAVINST 5100.19C (NOTAL).

h. Track corrective action on safety and health items.

i. Maintain liaison with other commands including Commander, Naval Safety Center, in matters of mishap prevention.

j. Coordinate and document traffic and motor vehicle safety training.

k. Coordinate and document recreational and off-duty safety training.

702.2 RELATIONSHIP BETWEEN THE SAFETY ORGANIZATION AND ADMINISTRATIVE/WATCH ORGANIZATIONS. Although the members of the safety organization have clear-cut responsibilities involving mishap prevention, this in no way relieves members of administrative and watch organizations of their assigned responsibilities.

702.3 RESPONSIBILITIES OF THE CREW AS PART OF THE SAFETY ORGANIZATION. Members of the crew are a vital part of the safety

organization and must be recognized as such. Their participation in identifying, assessing, and providing controls to reduce risks plays no small part in reducing mishaps. Just as they are sometimes recognized as the cause of mishaps, their participation in the correction of unsafe conditions must be solicited and their suggestions and recommendations recognized by the chain of command in the planning and execution of all evolutions. Safety is a team concept and will succeed only when everyone is accepted as part of the team.

703. SPECIFIC RESPONSIBILITIES

703.1 SAFETY OFFICER. Duties of the primary duty safety department head are delineated in chapter 3, paragraph 330. Specific responsibilities of collateral duty safety officers are contained in chapter 3, paragraph 303.15. Specific duties are listed in OPNAVINST 5100.19C (NOTAL) and OPNAVINST 5100.23E (NOTAL).

703.2 DEPARTMENT HEADS, DIVISION OFFICERS AND WORK CENTER SUPERVISORS. In keeping with the concept that the maintenance of safe and healthful working conditions is a chain of command responsibility, these personnel shall:

a. Make the practice of risk management routine in the planning and execution of any and all evolutions.

b. Ensure that all assigned work spaces are inspected and maintained free of hazards and are in compliance with applicable NAVOSH standards.

c. Ensure that all assigned personnel are properly trained for their billet, advised of any associated hazards (including the use and disposal of hazardous materials), provided with appropriate personal protective equipment and clothing, and receive medical surveillance as required.

d. Take prompt action to correct or abate any identified deficiency under their control.

e. Emphasize safety as a top priority in all activities (work, motor vehicle operation, off duty), consistent with mission requirements.

f. Encourage the participation of their personnel in identifying, assessing, and managing risks.

g. Ensure mishaps and near-mishaps are investigated and results are reported to the safety officer.

h. Division officers shall appoint a senior petty officer (E-5 or above) as the division safety petty officer to assist in the responsibilities above and provide appropriate on-board indoctrination to ensure satisfactory performance in the safety field.

i. The division officer shall be the safety officer of the division. The department head shall be the safety officer of the department and shall attend the Safety Council meetings.

703.3 DIVISION SAFETY PETTY OFFICER. The division safety petty officer will assist the division officer in implementing the unit safety program in that division. He or she will:

a. Inspect division spaces and submit appropriate reports.

b. Advise the division officer on the status of the safety program within the division including any safety-related items revealed through maintenance such as non-compliance with or deficiencies in the Planned Maintenance System (PMS).

c. Keep the division officer informed of safety training needs within the division.

d. Be the division's point-of-contact in coordinating and evaluating the unit's safety program.

e. Be thoroughly familiar with safety program directives and precautions concerning the division.

f. Conduct division safety program training and maintain records per chapter 8.

g. Assist in mishap or near-mishap investigations. Include recommendations to division officers for correction.

h. Serve on the Enlisted Safety Committee.

i. Ensure that prescribed personal protective equipment is provided and properly used by trained division personnel.

j. Track safety deficiencies within the division until corrected.

703.4 SAFETY COUNCIL. The Safety Council consists of the commanding officer or executive officer (chairperson), safety officer (recorder), training officer, all department heads, medical officer/representative, and the master, senior, or chief

petty officer of the command. The Safety Council meets quarterly or more often if required. See paragraph 304.21.

703.5 ENLISTED SAFETY COMMITTEE. The Enlisted Safety Committee will ensure proper safety practices are followed. They shall review all mishaps and near mishaps and report to the Safety Council their findings and recommended corrective actions. The Enlisted Safety Committee meets quarterly or more often if required. See paragraph 304.20.

703.6 MAA/SAFETY FORCE. MAA/Safety Force personnel shall:

a. Be roving inspectors for hazards which could result in injury to personnel or damage to equipment. All roving security patrols will have this additional duty.

b. Assist the safety officer in keeping the safety program visible to all personnel.

c. Carry out a system of internal reporting as a guide to focus command attention on material deficiencies and operating practices that jeopardize personnel and equipment.

704. ELEMENTS OF THE UNIT SAFETY PROGRAM. The command's safety program will consist of at least the following elements:

a. Risk assessment and management. Hazard control and deficiency abatement.

b. Safety standards and regulations.

c. Training (including motor vehicle and off-duty safety).

d. Inspections, surveys and medical surveillance.

e. Program evaluation.

f. Mishap and near-mishap investigation and reporting.

704.1 SAFETY STANDARDS AND REGULATIONS. Safety standards and regulations are based on established procedures for minimizing risk. These standards are located in OPNAVINST 5100.23E (NOTAL), OPNAVINST 5100.19C (NOTAL), and technical publications. Thorough monitoring and the consistent and effective use of risk management techniques are necessary to determine the adequacy of the unit's standards and hazard controls and to recommend new standards and more effective controls to reduce risks and correct hazardous conditions.

704.2 TRAINING (INCLUDING MOTOR VEHICLE AND OFF-DUTY SAFETY). Training is a part of every effective safety program. The goal is to promote hazard awareness and to integrate safety into all shipboard technical training. Training personnel in the techniques of risk management is key to an effective program.

a. GENERAL. The general unit training program and each department training program will systematically promote mishap prevention, both on- and off-duty and in motor vehicles. Such training frequently crosses department lines and therefore requires coordination to ensure that general safety subjects are included in the general unit-wide training program. Maximum use of educational material from sources such as Navy training films, safety notes, and information from the Naval Safety Center is encouraged. NAVOSH training requirements are provided in OPNAVINST 5100.19C (NOTAL), chapter A7, and OPNAVINST 5100.23E (NOTAL), chapter 6. Additional suggested training topics are listed in figure 7-2. Mishap prevention awareness should be tailored to the unit's schedule in order to relate training to current activities. A few examples include:

(1) Preparation for shipyard overhaul.

(2) Getting underway after a long in-port period.

(3) Seasonal weather changes or unusual weather deployments.

(4) Unusual missions or operations.

(5) Returning from homeport following deployment.

Periodic retraining in the precautions and procedures contained in this and other instructions should be conducted.

b. ON-THE-JOB-TRAINING. Observance of safety precautions during routine work will be monitored by supervisory personnel. Essentially, this is an evaluation of the continuing training provided by supervisory personnel and covers every work center. Aboard ship this includes PMS, PQS, QA, the functional operation of weapons systems, damage control, firefighting effectiveness, general housekeeping, and even the tactical employment of the unit.

c. SCHOOLS. It is imperative that personnel receive training, usually at shore-based schools, to ensure their knowledge of proper operating procedures and safety precautions for all equipment with which they work. Specific school training requirements for the safety program are found in supporting instructions and guidance.

UNIT GENERAL SAFETY TRAINING

SAFETY CONTROL PROCEDURES

RISK ASSESSMENT/MANAGEMENT
GOING ALOFT
WORKING OVER THE SIDE/DRYDOCK SAFETY
HOT WORK
PLANNED MAINTENANCE SYSTEM (PMS)
ENGINEERING OPERATING SEQUENCING SYSTEM (EOSS)
QUALITY ASSURANCE (QA) PROGRAM
APPLICABLE READINESS CHECKLISTS (e.g., underway, entering port, gunfire)

PERSONAL SAFETY TRAINING

QUALITY CONTROL
DAMAGE CONTROL/FIREFIGHTING
MAN OVERBOARD
GENERAL MILITARY TRAINING (e.g., first aid, electrical shock, emergency egress)
MOTOR VEHICLE AND RECREATION SAFETY
PERSONAL QUALIFICATION SYSTEM (PQS)

MATERIAL HAZARD IDENTIFICATION, EVALUATION, AND CONTROL

ZONE INSPECTIONS AND "SAFETY" ZONE INSPECTIONS
INTERNAL HAZARD REPORTING
SAFETY SURVEYS
EXECUTIVE OFFICER MESSING AND BERTHING INSPECTIONS
DIVISION OFFICER DAILY INSPECTION OF SPACES

Figure 7-2 Safety Program Training Topics

704.3 HAZARD CONTROL AND DEFICIENCY ABATEMENT. Hazards should be prevented by safe system, ship, or aircraft design, proper preventive maintenance, safe operating procedures, and proper purchasing procedures. Hazard control can be accomplished through substitution, engineering controls, administrative controls, and personal protective equipment. After identification, deficiencies should be prioritized and corrected.

a. PLANNED MAINTENANCE. Maintenance includes preventive and corrective measures taken to ensure that equipment functions properly and without risk to personnel or equipment. The 3-M system (see chapter 9) provides for periodic inspection, maintenance, and repair of all shipboard and aircraft equipment and for correcting accidental damage to equipment. Although the system is designed to minimize risk and prevent damage, it is the responsibility of the people actually accomplishing the PMS to identify any hazards peculiar to the equipment and spaces and reduce or eliminate the risks. It is also their responsibility to notify their supervisors of these hazards. The safety organization will work with the 3-M coordinator to ensure that the objectives of the 3-M system throughout all departments are met and that the material status of the unit enhances safe operations. It will also ensure that the PMS feedback system is used for the correction or clarification of PMS procedures relating to safety. The Current Ships Maintenance Project (CSMP) is a valuable tool for monitoring the correction of deficiencies of a long-term nature. Hazardous conditions will be flagged as safety-related and every effort made to ensure correction of these items on a priority basis. If a deficiency cannot be corrected within 30 days, a Ship Maintenance Action Form (OPNAV 4790/2K) shall be prepared with the Risk Assessment Code (RAC) entered into Block 15 per OPNAVINST 5100.19C (NOTAL). Repair of accidental damage should be recorded in the CSMP for accounting purposes.

b. PROTECTIVE DEVICES AND EQUIPMENT. OPNAVINST 5100.19C (NOTAL) and OPNAVINST 5100.23E (NOTAL) give specific instructions on policy, responsibilities, and requirements for personal protective equipment necessary for safe accomplishment of the unit mission.

c. NAVY OCCUPATIONAL SAFETY AND HEALTH DEFICIENCY ABATEMENT. Under the direction of the safety officer, all commands will provide for systematic correction of occupational safety and health deficiencies. Guidance is provided in OPNAVINST 5100.19C (NOTAL) and OPNAVINST 5100.23E (NOTAL).

704.4 INSPECTIONS, SURVEYS, AND MEDICAL SURVEILLANCE. Hazards can be identified as a result of inspections, industrial hygiene

surveys, reports by individual crew members, or through the risk management process. Medical surveillance is conducted to ensure that personnel are medically qualified to perform assigned duties; to monitor the effectiveness of various hazard-specific control programs; and to detect, at the earliest possible time, any adverse medical conditions or symptoms raised by a specific occupational stressor.

a. INSPECTIONS. Both scheduled formal inspections and informal daily checks will ensure that safety devices function properly. Inoperative safety devices must be repaired immediately. Personnel seen violating safety rules or precautions should be corrected on the spot and, if appropriate, a report made to the division officer or department head concerned. The MAA/ safety force should be used as a continual roving safety team.

b. SUPERVISION. Supervision of personnel in following safety precautions and regulations is essential. This is particularly necessary during initial training when safe habits and proper reflex actions should be established. Emphasis on risk assessment and management and mishap prevention must be a part of daily supervision by division officers and work center supervisors.

c. HAZARD REPORTING. The reporting of unsafe or unhealthful conditions in the work place by individuals is governed by OPNAVINST 5100.19C (NOTAL) and OPNAVINST 5100.23E (NOTAL).

704.5 PROGRAM EVALUATION. The safety program requires self-evaluation for effectiveness and compliance. Self-evaluation by supervisory personnel and workers is the best system. Complacency, haste, and the "it can't happen to me" attitude lessen the effectiveness of self-evaluation for safety and occupational health. The safety organization must continuously monitor the measures that the unit takes to meet established safety standards and criteria. Safety can be evaluated by monitoring the following:

a. Full use of the 3-M system, particularly correction of inspection discrepancies or completion of work requests to correct discrepancies.

b. Adequacy of routine or special unit inspections with regard to accident prevention measures.

c. Medical treatment logs and mishap and near-mishap reporting.

d. Supervision of routine work.

e. Supervision of special unit evolutions.

f. Adherence to prescribed operating and maintenance procedures.

g. Full use of the department and division DCPO organization.

OPNAVINST 5100.19C (NOTAL) and OPNAVINST 5100.23E (NOTAL) provide guidance for the evaluation of the command's NAVOSH Program. To aid in afloat program evaluation, OPNAVINST 5100.19C, the NAVOSH Program Manual for Forces Afloat (NOTAL), provides a command assessment mechanism to determine program effectiveness.

704.6 MISHAP INVESTIGATION AND REPORTING. Certain records and reports of mishap and violations of safety and health precautions are necessary to ensure proper administration of a safety program. A mishap is a signal that the safety program has failed. It is evidence that the hazards which caused the mishap were not identified and eliminated prior to their resulting in mishap-level damage or injury. In case of a mishap, the hazard detection and hazard elimination actions which were not taken to prevent mishap occurrence must be taken to prevent mishap recurrence. This is accomplished through mishap investigation and reporting. Mishaps are classified by type and severity; investigation and reporting procedures are contained in OPNAVINST 3750.6Q (NOTAL) (aviation), OPNAVINST 5100.19C (NOTAL) (afloat), and OPNAVINST 5100.23E (NOTAL) (ashore). Mishap investigations do not replace JAGMAN investigations required by the JAGMAN.

All aircraft and afloat mishap investigations are conducted solely for safety purposes and, as such, make full use of the concept of privileged information. Information is privileged in the sense that it may be used only to enhance safety, not in any punitive or administrative action taken by the Department of the Navy. Some information presented to a mishap investigation board is privileged to overcome any reluctance an individual might have to give a complete and candid report, and to encourage endorsers of mishap investigation reports to provide complete and open opinions and recommendations. Similarly, some information from the command's investigation of mishaps, not investigated by a mishap investigation board, is privileged.

a. Mishap reports required by higher authority will be submitted per current OPNAV and fleet commander directives. The safety officer will keep a copy of all mishap and injury reports.

b. The submission of Internal Mishap/Near Mishap Reports and sample copies of the report form are provided in chapter A6 of OPNAVINST 5100.19C (NOTAL).

704.7 RISK ASSESSMENT AND RISK MANAGEMENT PROGRAM. Risk management is a tool to be used at every level of command to identify and control risks involved in everyday work. To be effective, it must become a part of the thought process in planning all on- and off-duty events. OPNAVINST 3500.39 provides detailed information on ORM.

Safety has been a process which used past lessons learned to prevent mishaps. The cause was examined but not all of the hazards present were evaluated for needed controls. Risk management is designed to discover, and correct, hazards before a mishap occurs. Risk management is a proactive instead of reactive approach to safety and one which uses ORM, a top to bottom approach to safety.

a. It is everyone's responsibility to:

(1) Integrate risk management into all planning.

(2) Accept no unnecessary risks.

(3) Make risk decisions at proper level.

(4) Accept risks if benefits outweigh the cost.

b. Procedures used in risk management are:

(1) Identify hazards. This is an all-hands responsibility.

(2) Assess hazards. This must be accomplished at the lowest level that can effectively do it. Higher level intervention may be necessary to look at the larger picture.

(3) Make risk decisions. This is accomplished at a level commensurate with the degree of risk involved. Acceptance of some risk may be required but must be identified and quantified.

(4) Implement controls. The controls must be sufficient to minimize risks to an acceptable and manageable level.

(5) Supervise. This works to monitor the effectiveness of the controls and provide feedback to enhance the safety of the operation.

c. The levels of risk management are:

(1) Time-Critical. The mental consideration of the process as part of the operational estimate. "Assessment on the run."

(2) Deliberate. Application of the process using worksheets and core elements of the process.

(3) In-Depth. Working group application of more detailed qualitative and quantitative techniques, especially in the risk identification, risk assessment, and risk control phases.

705. COORDINATION OF THE SAFETY PROGRAM. Coordination among department heads is necessary in instances where personnel of one department operate equipment or perform tasks under the control of other department heads. Training and enforcement of safety precautions relating to the operation is the controlling department head's responsibility.

706. THE NUCLEAR WEAPONS AND NUCLEAR PROPULSION SAFETY PROGRAMS. The nuclear weapons safety program will be administered by the nuclear weapons safety officer (see paragraph 305.17). Nuclear propulsion safety responsibilities are outlined in paragraphs 320 (engineer officer) and 325 (reactor officer).

(5) An interim or final response in writing to the originator of the reported condition will be provided under the authority of the Safety Officer within 10 working days of the receipt of the report. Interim responses will include the expected date for a final response. If the evaluation identifies a hazard and its causative deficiency, the final response shall include a summary of the action taken for abatement of the deficiency. If no significant hazard is found to exist, the reply shall include the basis for that determination.

(6) The final response shall encourage the originator to contact the Safety Officer if he or she desires additional information or is dissatisfied with the response. If the originator remains dissatisfied after discussing the matter, the Safety Officer shall advise him or her of the right to appeal to the Commanding Officer. The appeal (or report) shall be in writing and contain at least, the following information:

(a) A description of the condition including its location, nature of the alleged hazard, and standards violated if known (a copy of the original hazard report will suffice).

(b) How, when, and to whom the original report was submitted.

(c) What actions (if known) were taken as a result of the original report.

(7) The Commanding Officer, or his or her representative, shall respond to the originator of the appeal within 10 working days. An interim response will suffice if the evaluation is incomplete at that time.

(8) Subsequent appeals may be made if the originator is not satisfied with the action taken on the previous appeal. Each appeal will include information on actions taken on the previous appeal by the reviewing authority and reasons why the originator is not satisfied. The sequence of appeals will be through Echelon 4, 3, 2, the Chief of Naval Operations, the Secretary of the Navy (Assistant Secretary of the Navy (Installations & Environment) (ASN I&E)), and the Assistant Secretary of Defense (Production and Logistics), the final appeal authority.

704.5 PROGRAM EVALUATION. The Safety Program requires self-evaluation for effectiveness and compliance. Self-evaluation by supervisory personnel and workers is the best system. Complacency, haste, and the "it can't happen to me" attitude lessen the effectiveness of self-evaluation for safety and health. The safety organization must continuously monitor the measures that

the unit takes to meet established safety standards and criteria. Safety can be evaluated by monitoring the following:

a. Full use of the 3-M system, particularly correction of inspection discrepancies or completion of work requests to correct discrepancies.

b. Adequacy of routine or special unit inspections with regard to accident prevention measures.

c. Medical treatment logs and mishap reporting in accordance with OPNAVINSTs 5100.23C, 5100.19C (NOTAL), and 5102.1C.

d. Supervision of routine work.

e. Supervision of special unit evolutions.

f. Adherence to prescribed operating and maintenance procedures.

g. Full use of the department and division DCPO organization.

Chapter A5 of OPNAVINST 5100.19C (NOTAL) and Chapter 9 of OPNAVINST 5100.23C provide guidance for the evaluation of the command's NAVOSH Program. To aid in afloat program evaluation, OPNAVINST 5100.19C, the NAVOSH Program Manual for Forces Afloat (NOTAL), provides a series of checklists which may be used to determine program effectiveness.

704.6 MISHAP INVESTIGATION AND REPORTING. Certain records and reports of mishap and violations of safety and health precautions are necessary to ensure proper administration of a safety and health program. A mishap is a signal that the safety program has failed; it is evidence that the hazards which caused the mishap were not identified and eliminated prior to their resulting in mishap level damage or injury. In case of a mishap, the hazard detection and hazard elimination actions which were not taken to prevent mishap occurrence must be taken to prevent mishap recurrence. This is accomplished through mishap investigation and reporting. Mishaps are classified by type and severity; investigation and reporting procedures are contained in OPNAVINST 3750.6Q (NOTAL) (aviation), OPNAVINST 5100.19C (NOTAL) (afloat), and OPNAVINSTs 5102.1C and 5100.23C (ashore), as appropriate. Mishap investigations do not replace JAGMAN investigations required by the JAGMAN.

All aircraft and afloat mishap investigations are conducted solely for safety purposes and, as such, make full use of the concept of privileged information. Information is privileged in

the sense that it may be used only to enhance safety, not in any punitive or administrative action taken by the Department of the Navy. Information presented to a Mishap Investigation Board is designated privileged in order to overcome any reluctance an individual might have to give a complete and candid report, and to encourage endorsers of Mishap Investigation Reports to provide complete and open opinions and recommendations.

a. Mishap reports required by higher authority will be submitted per current OPNAV and fleet commander directives. The Safety Officer will keep a copy of all mishap and injury reports.

b. The submission of Internal Mishap/Near Mishap Reports and sample copies of the report form are provided in Chapter A6 of OPNAVINST 5100.19C (NOTAL).

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a. It is everyone's responsibility to:

(1) Integrate it into all planning.

(2) Accept no unnecessary risks.

(3) Make risk decision at proper level.

(4) Accept risks if benefits outweigh the cost.

b. Procedures used in risk management are:

(1) Identify hazards. This is an all-hands responsibility.

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(3) Make risk decisions. This is accomplished at a level commensurate with the degree of risk involved. Acceptance of some risk may be required but must be identified and quantified.

(4) Implement controls. The controls must be sufficient to minimize risks to an acceptable and manageable level.

(5) Supervise. This works to monitor the effectiveness of the controls and provide feedback to enhance the safety of the operation.

c. The Levels of Risk Management are:

(1) Hasty Risk Assessment - The mental consideration of the process as part of the operational estimate. "Assessment on the run."

(2) Deliberate Safety Risk Management - Application of the process using worksheets and core elements of the process.

(3) In-Depth Safety Risk Management - Working group application of more detailed qualitative and quantitative techniques, especially in the risk identification, risk assessment, and risk control options phases.

d. Safety has been a process which used past lessons learned to prevent mishaps. The cause was examined but not all of the hazards present were evaluated for needed controls. Risk management is designed to discover, and correct, hazards before a mishap occurs. Risk management is a proactive instead of reactive approach to safety and one which uses the TQL, top to bottom approach to safety.

705. COORDINATION OF THE SAFETY PROGRAM. Coordination among department heads is necessary in instances where personnel of one department operate equipment or perform tasks under the control of other department heads. Training and enforcement of safety precautions relating to the operation is the controlling department head's responsibility. Members of the safety organization will monitor the evolution and provide assistance as required.

706. THE NUCLEAR WEAPONS SAFETY PROGRAM. The nuclear weapons safety program will be administered by the Nuclear Weapons Safety Officer (see paragraph 305.16). Nuclear propulsion safety responsibilities are outlined in paragraphs 320 (Engineer Officer) and 325 (Reactor Officer).